

OUTLINE SHEET 1-7-1

Personnel Qualification Standards

A. Introduction

The Personnel Qualification Program is an effective tool to monitor and record an individual's progress in learning the skills and knowledge required to perform certain duties. This lesson will help you get familiar with the process of qualifying.

B. Enabling Objectives

- 1.23 **STATE** the purpose and general provisions of Personnel Qualification Standards.
- 1.24 **DESCRIBE** the parts of the Personnel Qualification Standards Booklet.
- 1.25 **STATE** the procedure for qualifying using Personnel Qualification Standards.
- 1.26 **STATE** the importance of having personnel maintain required qualification progress.

C. Topic Outline

- 1. Introduction
- 2. Overview
- 3. Unit PQS Organization
- 4. PQS Progress Chart
- 5. PQS Book
- 6. Qualification Process
- 7. Summary and Review
- 8. Assignment

ASSIGNMENT SHEET 1-7-2
Personnel Qualification Standards

A. Introduction

This material is to be completed prior to the material being covered in class.

B. Enabling Objectives

Refer to enabling objectives in Outline Sheet 1-7-1.

C. Study Assignment

1. Read Information Sheet 1-7-3

D. Study Questions

1. Who is ultimately responsible for qualifying?
2. What is/are used to record the trainee's progress?
3. What is a grid matrix?

INFORMATION SHEET 1-7-3 Personnel Qualification Standards

A. Introduction

This information describes process of qualification using the Personnel Qualification Standards.

B. Reference

Navy Occupational Safety Health (NAVOSH) Program Manual for Forces Afloat OPNAV 5100.19C
NSTM Chapter 505
NSTM Chapter 635

C. Information

- I. The PQS program is a qualification system for officer and enlisted personnel for the performance of certain duties. The duties may include a specific watchstation, maintain specific equipment, or perform as a team member within a unit.
 - A. PQS is a way to document a person has demonstrated the minimum knowledge and skills required for a qualification.
 - B. PQS is used to facilitate and standardize watchstation qualifications for all ships.
 - C. PQS is an effective way of monitoring and recording individual qualification progress.
 1. It is used as a management tool for the overall training program.
 2. It is an effective way for the trainee to know what they must learn and it places responsibility for learning on them.
- II. Unit PQS Organization
 - A. Commanding Officer - final qualification authority for the command
 - B. Executive Officer/Training Officer - monitors the PQS program through the PQS Coordinator
 - C. PQS Coordinator
 1. can be either an officer or a senior petty officer
 2. the focal point for all PQS matters that go beyond the departmental level
 - D. Department Head - supervises the execution of PQS within his or her department
 - E. Division Officer - along with the divisional chief petty officer, establishes PQS goals, monitor PQS progress weekly, and verifies appropriate service record entries

- F. Work Center Supervisor
 - 1. supervises work center PQS
 - 2. updates and maintains the PQS progress chart
- G. Qualifiers
 - 1. an acknowledged subject matter expert in a specific area of qualification
 - 2. designated in writing by the C.O. to sign off individual PQS line items
- H. Trainee
 - 1. responsible for the completion of watchstation(s) assigned
 - 2. verifies progress record is up to date
 - 3. maintains his/her PQS Qualification Books
- III. Parts of the PQS book include:
 - A. Table of Contents
 - B. Users' Guide
 - C. Definition of Words Used in PQS
 - D. Feedback Form
 - E. Fundamentals and Systems Summary - contains a list of all the fundamentals and systems contained within the PQS book with a place for a qualifiers' signature. Once a line item is completed the individual does not have to re-demonstrate knowledge of the particular item.
 - F. Series 100 - Fundamentals
 - 1. covers the basic knowledge and principles needed to understand the equipment or duties to be performed.
 - 2. addresses safety precautions applicable throughout the PQS.
 - G. Series 200 - Systems
 - 1. Equipment is broken down into smaller, more easily understood sections called systems.
 - 2. Each system is broken down, further, into two levels: systems have components; components have component parts.
 - 3. This section contains a grid matrix that allows the trainee to determine what is needed to know for each line item.
 - H. Series 300 - Watchstations
 - 1. This section is used to demonstrate the knowledge gained from the fundamentals and systems sections.
 - 2. It contains a grid matrix that allows the trainee to determine what is needed to know for each line item.
 - 3. It contains the estimated time and total points required to complete the watchstation.

4. Each watchstation in this section contains the following:
 - a) Final Qualification Page - used to obtain the required chain of command signatures for approval and recording of final qualification.
 - b) Prerequisites - items that must be completed before starting on watchstation, i.e.:
 - (1) schools
 - (2) fundamentals
 - (3) systems
 - (4) other watchstations qualifications
 - c) Watchstation - the practical portion of the qualification and is broken down as follows:
 - (1) Tasks - actions performed routinely. Example: "Sound Fuel Oil Tank."
 - (2) Infrequent Tasks - actions that are performed only on special conditions. Example: "Sound Fuel Oil Tanks during Full Power Trials."
 - (3) Abnormal Conditions
 - (4) Emergencies
 - (5) Watches
 - (6) Examinations (written or oral)
- IV. Qualification Process
 - A. A PQS Book will be issued by the Work Center Supervisor or Division Officer upon checking in to the division.
 1. A set time limit and number of points per week will be assigned towards completion of specific watchstation(s).
 - B. Complete all the prerequisites required for the assigned watchstation(s), i.e., schools, fundamentals and systems, other watchstations qualifications.
 - C. Complete the practical portion of the assigned watchstation(s).
 - D. After all signatures have been obtained, a written or an oral examination may be required for specific watchstation.
 - E. Final qualification is achieved when the service record entry has been made.
- V. The PQS Progress Chart is used to display qualification progress of division personnel or the watchstations that have been completed by each personnel in the division.
 - A. updated and maintained by the Work Center Supervisor
 - B. reviewed weekly by Division Officer
 - C. reflects the point system
 - D. Information found on PQS Progress Chart
 1. Command name, Hull number, Department, and Workcenter
 2. Trainee's name and rank/rate
 3. Watchstation qualification by name and number

4. Trainee's progress
 - a) Date trainee started qualification
 - b) Anticipated completion date
 - c) Each qualification will list estimated time of completion and total points needed. By comparing the points attained during a specific period of time with the total required for qualification, both the trainee and supervisor can estimate the trainee's progress

DIAGRAM SHEET 1-7-4A
Personnel Qualification Standards

Section 200 - Systems (Grid Matrix)

7207 **PROPULSION TURBINES AND REDUCTION GEARS SYSTEM** 7207

References:

- a. Machinist's Mate 3 & 2 (NAVEDTRA 10524)
- b. Propulsion Plant Manual (PPM)
- c. Propulsion Operating Guide
- d. Engineering Operational Sequencing System (EOSS)

7207.1 What is the function of this system?

.11 Refer to an actual print of this system or to the actual equipment.

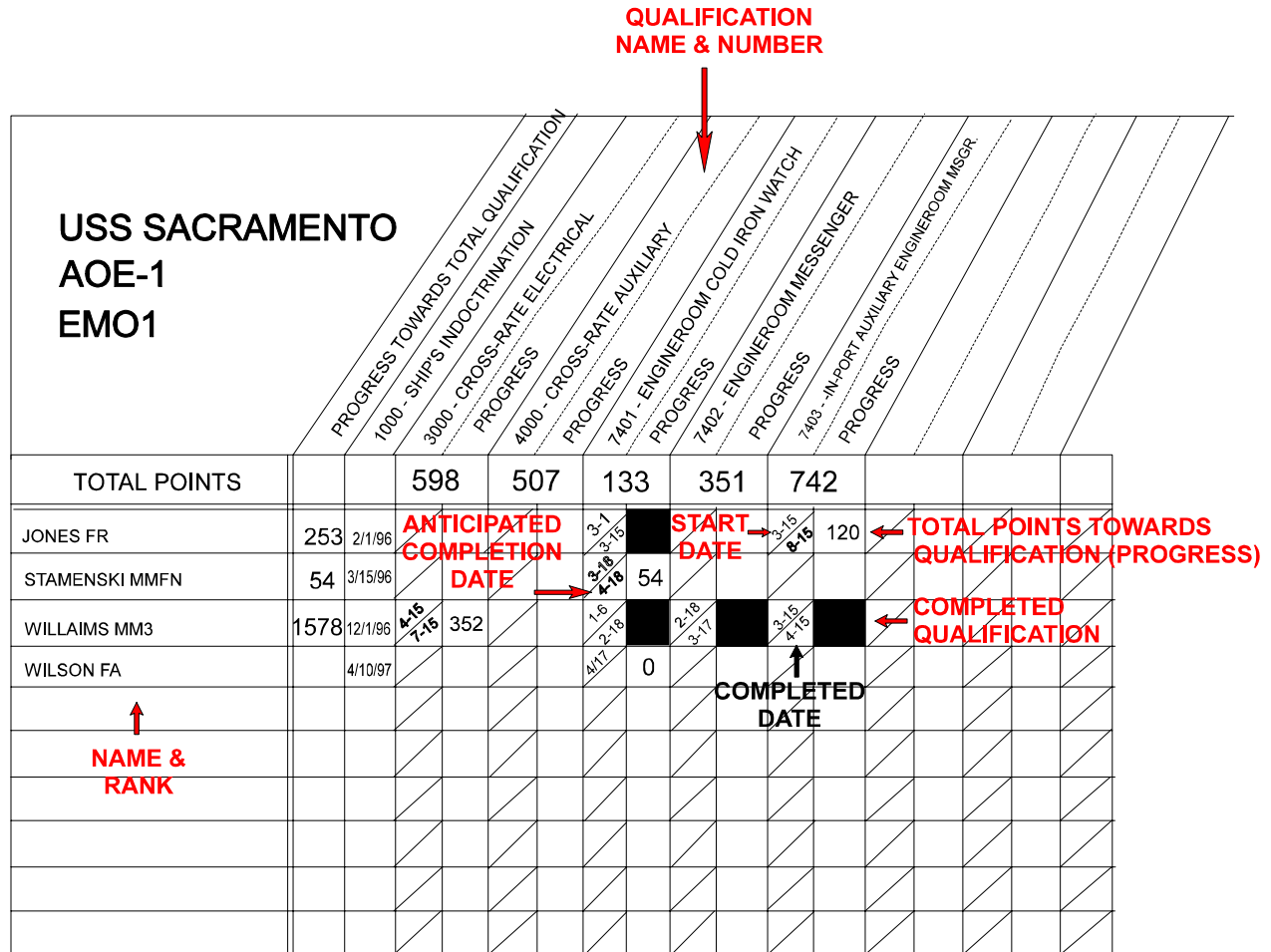
7207.2 **SYSTEM COMPONENTS AND COMPONENT PARTS**

Discuss the designated items for the following components and component parts:

- A. What is its function?
- B. Where is it located?
- C. Where is the source of power?
- D. What are the modes of operation or control?
- E. What are the safety/protective devices for this component/component part?
- F. What protection is provided by this component/component parts?
- G. What are the probable indications if this component fails?

	A	B	C	D	E	F	G
.21 High pressure (HP) turbine	X	X		X	X		X
.22 Low pressure (LP) turbine	X	X			X		X
.23 Exhaust trunk	X	X					X
.24 Reduction gear assembly	X	X		X	X		X
.25 Guarding valves	X	X	X	X			X
.26 Ahead throttle valve	X	X					X
.27 Astern throttle valve	X	X					X
.28 Crossover piping	X	X					X
.29 HP turbine thrust bearing	X	X				X	X
.210 LP turbine thrust bearing	X	X				X	X
.211 Rotor position indicator	X	X					
.212 Turning gear	X	X	X	X		X	X
.213 Tachometer	X	X	X				X
.214 Attached lube oil pump	X	X	X				X
.215 Main shaft thrust bearing	X	X				X	X
.216 Nozzle block and nozzle assembly	X	X					
.217 Sentinel valves	X	X					

DIAGRAM SHEET 1-7-4B
Personnel Qualification Standards



PROGRESS CHART